

PRINCIPAL PLANNER

DEFINITION: Under general direction, performs professional work of considerable difficulty in assigning and participating in, and reviewing the results of major planning projects which requires considerable skill in research, analysis, and presentation of data; provides leadership on the most highly difficult and complex planning functions, which may require the assistance from lower level professional planners and/or staff; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Serves as expert counsel on many facets of the planning profession; advises management in resolving highly unusual controversial planning issues; develops criteria in guiding operating officials in establishing goals, policies, priorities, organizations and regulations in any one of the following areas, such as public safety, public health, housing, transportation, land use, utility, pollution and other environmental related issues; coordinates with federal and state agencies engaged in similar mission objectives.

Participates in gathering information, making analysis of data and recommendations, preparing plans for the needs of the Navajo Nation; provides technical support and administrative assistance to program staff and other tribal and non-tribal entities; formulates, defines, clarifies and interprets policy recommendations and proposals for the Nation, chapter communities, and respective divisions and departments.

Analyzes and compiles technical and statistical information and writes technical reports; evaluates the feasibility of plan alternatives in relation to costs, trends, and social pressures; interprets architectural and engineering drawings and specifications that include plan metric, topographic, geologic, hydrologic, statistical maps, charts, and graphs; develops policies and related implementation procedures for large topic areas such as scenic resources, archeological resources, architectural compatibility, etc.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of principles, techniques and practices of planning concepts.

Knowledge of the social, economic and political makeup of the Navajo Nation.

Knowledge of laws, regulations, policies, and provisions of new and existing programs under study.

Knowledge of the application of land use theory, urban design, economics, public finance, tribal land use laws, sociology, environmental design, resource development and ecology.

Knowledge of grant and program management to include various levels of government, transportation, communication and public utility systems as related to planning.

Knowledge of data gathering and research techniques.

Knowledge of the theories and methods of formulating land use and other policies.

Knowledge of computer application and pertinent software.

Knowledge of supervisory methods and techniques.

Skill in graphic instructions such as blueprints, layouts, base maps or other visual aids.

Skill in comprehending and making inferences from written materials such as census data, surveys, previously done studies, or government document reports.

Skill in establishing and maintaining effective working relationships with others.

Skill in supervising staff.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves minimal physical effort in an office environment.

THE NAVAJO NATION

Class Code: 1960
Planning and Analysis Series
Planning Group
Overtime Code: Exempt
Pay Grade: 67

PRINCIPAL PLANNER

MINIMUM QUALIFICATIONS:

- A Master's degree in Community Planning, Public Health, Architecture, Engineering, Sociology, Geography, Economics, Political Science, or closely related area; and six (6) years of experience in urban or regional planning or in public health, two (2) years of which must have been in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- A Doctorate in Planning, Public Administration, Political Science or closely related field.
- Six (6) years of experience in community, urban or regional planning, business management or in area of assignment.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.